

**CITY COMMISSION MEETING  
JUNE 20, 2017**

6/20/2017 - Minutes

1. INVOCATION

Dr. Jim Moyer gave the invocation.

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

Deputy Mayor Gibson called the meeting to order at approximately 6:00 p.m. following the invocation and the Pledge of Allegiance.

4. ROLL CALL

**Commissioners Present:** Curtis Gibson, Robin Gibson, Deputy Mayor; Terrye Howell, Flora "Tonya" Stewart,

**Commissioner Absent:** Eugene Fultz, Mayor.

**City Representatives Present:** Kenneth Fields, City Manager; Albert C. Galloway, City Attorney; Jennifer Nanek, Assistant to the City Manager/Acting City Clerk

5. PRESENTATION/REPORT

6. PROCLAMATIONS AND AWARDS

7. COMMUNICATIONS AND PETITIONS

Pete Perez, resident, spoke about the YMCA agreement on the agenda. He said he was in favor of it but that it should not be free. The residents should have to pay a small fee.

Bob Kelly, resident, spoke about code enforcement issues. He distributed photos of properties that need to be addressed. He reported illegal parking of tractor trailers and suggested that Lake Wales Police Department could help address this not just Code Enforcement. If there was a way he would like to sue the City for lack of Code Enforcement. He said this issue should be taken seriously. Deputy Mayor Gibson described the pictures in which 2 homes still have blue tarps on them from the hurricanes. He said that at the last budget workshop they looked into expanding the Code Compliance department next year. Deputy Mayor Gibson asked about the property mentioned last week on Druid Circle. Ms. Bangley said that property is in process and that they are making progress with many of these properties but each demolition costs \$10,000. The Code compliance department does rely on tips from the Police Department as well as any city staff. Ms. Bangley explained the process for foreclosure and demolition which can take a long time. Commissioner Curtis Gibson said that the public should certainly contact the Code Compliance Department with any concerns or questions. Ms. Bangley reviewed the photos from Mr. Kelly and identified some that are currently on the list. Deputy Mayor Gibson suggested making the code a little tighter in the future. Ms. Bangley said they did a rewrite last year that does this an another is forthcoming to tweak the code to help the officers and the community.

Curtis Reddick, non resident representing the Citrus Center Boys and Girls Club in Lake Wales, spoke about the possibility of the Charter Schools taking over their building. He explained that they have 160 students that they serve. He emphasized that they have a long term commitment to have this resource in Lake Wales. They serve the kids who need their help the most. A collaboration might be possible but they do not want to give up their building. He reviewed the past collaboration with the City to restore the

building and to keep it up. They would like to continue to serve this community. He invited the Commission members to come and see their facilities and program. Deputy Mayor Gibson said that he likes to see the community's programs to be enhanced and resources shared. Commissioner Stewart said she did not know that there was a Boys and Girls Club here in the community and that this is definitely a need for the kids. She commended Mr. Reddick on what he is doing and said she will visit them. Commissioner Curtis Gibson said he signed up his kids for the Boys and Girls Club and hoped the two entities could work things out. Deputy Mayor Robin Gibson said that programs are definitely needed during the summer to help students not fall behind and forget what they learned during the year. Mr. Fields said that he and staff members met with Charter School representatives and they presented a list of steps and issues that need to be addressed before the project can move forward. Some of these include issues related to traffic, busing, pick ups that they need to see addressed before it can come to the Commission. So this is back in the Charter Schools courts.

Bob Kelly asked for 1 minute on another subject. Deputy Mayor Gibson granted him a minute. Mr. Kelly share a problem with 3 special needs women living together that need assistance with the water meters. There are no regulations on rental properties regarding this.

Ivy Lopez, employee for Boys & Girls Club, shared that about the kids at the Boys and Girls Club and does not want to give up the building. They do collaborate with other groups such as Circle of Friends. Commissioner Howell said this issue has not been discussed yet or decided yet. It is not a done deal.

Walt Hall, non-resident and past director of the Boys and Girls Club, thanked Mimi Hardman and the City for working with them in the past to bring the Boys and Girls Club to Lake Wales.

#### 8. CONSENT AGENDA

Commissioner Howell moved to approve the consent agenda. Commissioner Curtis Gibson seconded the motion.

By Voice Vote

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Motion passed 4 -0.

#### 8.1. Interlocal Agreement For Fire And Police Telecommunication Services

[Begin Agenda Memo]

##### **SYNOPSIS:**

The City Commission will consider approval of an Interlocal Agreement with the Polk County Sheriff's Office to continue providing fire and police telecommunication services.

##### **RECOMMENDATION**

It is recommended that the City Commission authorize the City Manager to execute the attached Interlocal Agreement and continue to receive telecommunication services through Polk County Sheriff's Office.

## **BACKGROUND**

The annual cost for Fire Telecommunication Services is determined each year based on the number of fire calls for the City of Lake Wales divided by the total fire calls for service dispatched by the Sheriff's telecommunication center multiplied by the direct fire dispatch operating costs.

The annual cost for Police Telecommunication Services is provided for a four year period in the Interlocal Agreement.

This agreement is similar to those in place in Winter Haven, Auburndale, Frostproof, Fort Meade and Davenport. The city of Lake Wales previously entered in to this Interlocal Agreement in 2013.

## **OTHER OPTIONS**

Do not approve the agreement, purchase updated communications equipment and hire full time telecommunication personnel.

## **FISCAL IMPACT**

\$35,144 for fire telecommunication services for fiscal year beginning October 1, 2017.  
\$247,729 for police telecommunication services for fiscal year beginning October 1, 2017  
\$252,684 for police telecommunication services for fiscal year beginning October 1, 2018  
\$257,738 for police telecommunication services for fiscal year beginning October 1, 2019  
\$262,893 for police telecommunication services for fiscal year beginning October 1, 2020

[End Agenda Memo]

Commissioner Howell said that this issue still makes her sad. That we don't have our own people helping our police and fire. Commissioner Curtis Gibson asked what the termination notice is in case we have to replace this department. Mr. Fields said it was 180 days notice if they wanted to terminate the agreement.

### 8.II. Purchase Authorization – SEMCO Construction, Inc.

[Begin Agenda Memo]

## **SYNOPSIS:**

The City Commission will consider authorizing staff to expend funds for the replacement of two baseball dugouts at the Northwest complex.

## **RECOMMENDATION**

It is recommended that the City Commission take the following action(s):

1. Authorize staff to expend funds in the amount of \$39,176 for the replacement of two baseball dugouts at the Northwest complex.
2. Authorize SEMCO Construction, Inc. to complete the work.

## **BACKGROUND**

The City Commission approved \$40,000 in the FY17 adopted CIP budget for the replacement of baseball dugouts at the Northwest complex.

The baseball dugouts at the Northwest complex have been deteriorating for years and all six eventually need to be replaced. Staff is recommending a phased replacement approach over a three-year period, beginning with the two dugouts in the worst structural condition.

The existing dugouts were not constructed using current standards and have deteriorated to the point that they cannot be rehabilitated. The dugouts and their foundations must be demolished and new structures must be constructed.

The replacement of these dugouts was deferred for a number of years and cannot be deferred any longer as they are used by the public on a daily basis.

SEMCO Construction, Inc. was awarded a contract for Licensed General/Building Contractor Services by the City commission during the December 20, 2016 regular City Commission meeting (RFP 16-423). In accordance with Sec. 2-417(d)(3) of the City's Code of Ordinances, all purchases in excess of Category 1 (\$20,000) require City Commission approval before funds can be expended.

#### **OTHER OPTIONS**

1) The City Commission may elect to defer the proposed project.

#### **FISCAL IMPACT**

The project cost of \$39,176 is within the \$40,000 budget appropriations.

[End Agenda Memo]

Commissioner Howell said that she had asked if these dugouts will be good enough for tournaments and she was told yes. She is glad for this and hopes to have more events here to bring in more money.

#### 8.III. Lease Of Office Space To The U.S. House Of Representatives

[Begin Agenda Memo]

#### **SYNOPSIS:**

Staff is requesting Commission approval to lease office space within the City Administration building to U.S. House Representative Darren Soto.

#### **RECOMMENDATION**

It is recommended that the City Commission take the following action(s):

1. Approve the lease of office space within the City Administration building to the U.S. House of Representatives.

#### **BACKGROUND**

Congressman Darren Soto's office would like to establish a presence in Lake Wales and has requested office space within the City Administration building to provide service to Lake Wales residents. Members of Congressman Soto's staff will occupy the space on a part-time basis only. The U. S. House will pay

to  
the City the sum of \$120 per month in exchange for the office space and telephone/Internet access.

#### **OTHER OPTIONS**

Do not approve the lease as proposed.

#### **FISCAL IMPACT**

The lease will generate \$1,440 in annual revenue.

[End Agenda Memo]

#### 8.IV. Third Extension Of Time – Approval Of Preliminary PDP Plan Leoma's Landing – North Side Of Chalet Suzanne Road

[Begin Agenda Memo]

#### **SYNOPSIS**

This project is not ready to move towards construction. Metro Development Group, developer, is seeking an extension to the PDP approval as required by code.

#### **RECOMMENDATION**

Approval of an additional one-year extension of time on the preliminary planned development project (PDP) plan approval for Leoma's Landing, as shown on the plan titled Leoma's Landing PDP Modification, dated 7/15/2014, and extended on June 16, 2015 and March 2016 by a unanimous vote by Commission. The Developer is asking for this extension to commence upon expiration of the previous one (June 16, 2017).

#### **BACKGROUND**

Metro Development Group has requested a one-year extension on the referenced project they indicate that market conditions are still not favorable to move forward. However, they are encouraged that the construction market is improving and legacy lots are dwindling quickly. Legacy lots are those that have the all infrastructure in place and were delayed moving to construction during the recession.

In Lake Wales we are seeing our inventory of legacy lots quickly disappear. Lake Ashton has fewer than five lots left, Tower Gate has pulled permits for all twenty of its lots, Dinner Lake has less than forty lots, and Whispering Ridge has fewer than fifty. When all of the existing lots are built or spoken for builders will turn to those developments that have development plans in place.

There have been no significant changes in the ordinances pertaining to the type of development proposed or in the conditions of the neighborhood.

A reduced copy of the plan and the conditions of approval are attached for your information. Any change in the plan or conditions would require public hearings for an amendment of the preliminary PDP approval. No changes have been proposed or recommended.

#### **OTHER OPTIONS**

Decline to extend the approval. If Metro Development Group wishes to proceed with the project, a new PDP plan approval would be required.

[End Agenda Memo]

9. OLD BUSINESS

- 9.I. Ordinance 2017-11 Annexation – 2nd Reading And Public Hearing Northwest Corner Sunset Drive And Buck Moore Road (CR 17-B)

[Begin Agenda Memo]

**Synopsis**

Ordinance 2017-11 proposes the annexation of approximately 15.99 acres located at the northwest corner of Sunset Drive and Buck Moore Road and contiguous to the incorporated City limits.

**Recommendation:**

Staff recommends adoption on second reading and public hearing of Ordinance 2017-11, providing for the annexation of approximately 15.99 acres located at the northwest corner of Sunset Drive and Buck Moore Road.

A recommendation from the Planning and Zoning Board is not required for an annexation ordinance. A public hearing is required for the second reading of an annexation ordinance. Public notice requirements have been met.

**Background:**

First Christian Church of Lake Wales, owners are requesting annexation into the corporate city limits of Lake Wales.

An ordinance assigning Zoning and Future Land Use Map designation will be presented at a later date for Commission consideration.

“Attachment A” to the ordinance shows the property’s location. It is contiguous to the City Limits on its north and east boundaries.

Surrounding land uses:

North: City – LDR Low Density Residential

South: County – RR Rural Residential

East: City – LDR Low Density Residential

West: County – RR Rural Residential

**Other options:** Decline to annex the property.

**Fiscal Impact:** The annexation will not add to the City's tax roll.

[End Agenda Memo]

Jennifer Nanek, Interim City Clerk read **ORDINANCE 2017-11** by title only.

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 15.99 ACRES OF TERRITORY, CONTIGUOUS TO THE INCORPORATED TERRITORY OF THE CITY OF LAKE WALES SHOWN ON ATTACHMENT “A” AND SPECIFICALLY DESCRIBED HEREIN; GIVING THE CITY OF LAKE WALES JURISDICTION OVER THE LAND ANNEXED; AND PROVIDING FOR AN EFFECTIVE DATE.**

Deputy Mayor Robin Gibson asked if this church will be tax exempt. Kathy Bangle, Planning Director, said that they will pay impact fees upon construction of the new sanctuary and water and sewer but the property will be tax exempt. Mr. Fields said they will also pay a fire assessment on non sanctuary

property. Ms. Bangley said that they are annexing to tie into water and sewer. Deputy Mayor Gibson asked if the county exempts churches from the fire assessment? Mr. Fields said they do.

### **OPENED PUBLIC HEARING**

No comment

### **CLOSED PUBLIC HEARING**

Commissioner Howell moved to adopt **ORDINANCE 2017-11** on second reading and public hearing. Commissioner Curtis Gibson seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Motion passed 4 -0.

## **10. NEW BUSINESS**

- 10.I. Ordinance D2017-01, CPA/Zoning: 1st Reading And Public Hearing Palmetto Group LLC Southwest Corner Of Thompson Nursery Road And US 27

[Begin Agenda Memo]

### **SYNOPSIS**

The proposed amendment will designate land use and zoning for approximately 5.2 acres of property on the southwest corner of Thompson Nursery Road and US Highway 27.

### **RECOMMENDATION**

Staff recommends that the City Commission approve, following a public hearing, a first reading of Ordinance D2017-01.

Notice requirements for a public hearing have been met.

The Planning and Zoning Board held a public hearing on May 23, 2017 and voted unanimously to recommend a change in land use designation on the subject property from Polk County Future Land Use designation CE – Commercial Enclave to City of Lake Wales Future Land Use designation of RAC – Regional Activity Center.

### **BACKGROUND**

The ordinance proposes land use designation changes for approximately 5.2 acres of property located in the northern portion of the city limits. The property was annexed in April 2017. This property is located on the southwest corner of Thompson Nursery Road and US Highway 27. Its annexation brought all four corners of this intersection in to the City limits. Commercial retail development is planned for the site.

See Attachment A to the ordinance for location and land use designations.

Surrounding land use designations:

North: City – RAC - Regional Activity Center

South: County – CE - Commercial Enclave

East: City – RAC - Regional Activity Center

West: County – CE - Commercial Enclave

[End agenda memo]

Jennifer Nanek, Acting City Clerk, read **ORDINANCE D2017-01** by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN AND THE ZONING MAP TO CHANGE THE LAND USE DESIGNATION ON 5.2 ACRES OF LAND LOCATED ON THE SOUTHWEST CORNER OF THOMPSON NURSERY ROAD AND US HIGHWAY 27 FROM POLK COUNTY DESIGNATION CEX – COMMERCIAL ENCLAVE TO CITY OF LAKE WALES FUTURE LAND USE DESIGNATION RAC REGIONAL ACTIVITY CENTER AND ZONING DESIGNATION C-3 HIGHWAY COMMERCIAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Kathy Bangley, Planning Director, reviewed this item.

#### **OPENED PUBLIC HEARING**

No comment

#### **CLOSED PUBLIC HEARING**

Commissioner Howell asked if a restaurant was going in there. Ms. Bangley said an Aldi's was going in on one portion but not sure about the rest.

Commissioner Howell moved to approve **ORDINANCE D2017-01** on first reading and public hearing. Commissioner Curtis Gibson seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Motion passed 4 -0.

#### 10.II. Facility Use Agreement - Lake Wales Family YMCA

[Begin Agenda Memo]

#### **SYNOPSIS:**

The City Commission will consider entering into an agreement with the Lake Wales Family YMCA that will provide for public use of the YMCA's swimming pool facility.

#### **RECOMMENDATION**

It is recommended that the City Commission take the following action(s):

1. Approve the Facility Use Agreement with the Lake Wales Family YMCA.
2. Authorize a budget amendment in the amount \$14,000.

## **BACKGROUND**

There is a present desire within the community for access to a swimming pool that the City alone cannot fulfill at this time. A public-private partnership between the City and the YMCA can provide the public with the desired swimming pool access.

If the agreement is approved, the Lake Wales Family YMCA will open its pool facility up to all Lake Wales residents at no cost to the individual residents using the pool.

Under the terms of the agreement, the City will pay to the YMCA the sum of \$3,000 per month to assure that the proper ratio of lifeguards to swimmers is complied with and for the use of the pool facility. Additionally, the City will pay to the YMCA a one-time sum of \$5,000 to purchase additional pool furniture and other supplies needed to meet the increased demand on the facility by the public.

The YMCA agrees to provide the public year-round access to its swimming pool during the following schedule:

Saturday - 10:00 a.m. to 4:00 p.m.

Sunday - 12:00 p.m. to 4:00 p.m.

Tuesday - 11:00 a.m. to 1:00 p.m. and 4:00 p.m. to 7:00 p.m.

Thursday - 11:00 a.m. to 1:00 p.m. and 4:00 p.m. to 7:00 p.m.

Other than the schedule, the only other restriction on public access to the pool is that the number of public swimmers cannot exceed 60 per hour.

This program is not currently approved in the FY16/17 adopted budget and will require a budget amendment in the amount of \$14,000 to fund it for the remainder of the fiscal year.

The Facility Use Agreement is scheduled to go before the YMCA's board of directors on Wednesday, June 21st for consideration.

## **OTHER OPTIONS**

1. The City Commission may elect not to enter into this Facility Use Agreement with the YMCA.
2. The City Commission may direct staff to negotiate a new contract with the YMCA for reduced access to the pool facility at a lower cost.

## **FISCAL IMPACT**

The current-year fiscal impact is \$14,000 (3 months plus the \$5,000 one-time grant) and the fiscal impact in future-years will be \$36,000 annually.

[End Agenda Memo]

James Slaton, Public Services Director, reviewed this item. He introduced the director of the YMCA, Kirk Eich for additional questions.

Commissioner Curtis Gibson asked if we can track usage. Mr. Slaton confirmed that they will be tracked in the membership system. Commissioner Gibson asked who will promote this program. Mr. Slaton said they will jointly try to promote this. Commissioner Curtis Gibson asked how the schedule was determined. Mr. Slaton explained that they had to work around other current programs going on at the Y. Commissioner Howell said this was tried in the past and it didn't work. Mr. Slaton said that what has changed is our commitment to making it work on all sides. Mr. Eich said this partnership will get more people to come in their doors and during the scheduled times the pool will become essentially be a city pool. They will need help on promotion. They want to serve the community including the Boys and Girls Club. He hopes this can lead to additional joint programs in the future. All City residents will be treated as members. They hope this will be a good partnership. This will be an opportunity to prove themselves. Commissioner Curtis Gibson asked about swim lessons. Mr. Eich said they hope to have a Learn to Swim program soon to teach non-swimmers how to swim. They will cover the costs of 2 additional life guards for those time periods. Commissioner Curtis Gibson said that the Boys and Girls Club take their kids to Winter Haven. Mr. Eich said he has worked with Curtis Reddick and would like to work it out for them to come to Lake Wales YMCA. Commissioner Howell said that it hasn't worked previously cause of how poorly they were treated. She asked if there was a limit of 60 people. Mr. Eich said there is a capacity limit for health reasons and all will be treated as a members and possible participants in other programs. Mr. Slaton said that there is a termination clause if this doesn't work. Deputy Mayor Robin Gibson says that there is a section for amendments and modifications which is better. We have to take the first step. Mr. Slaton said that the previous partnership with a volleyball program worked well. They are exploring other future partnerships. Commissioner Howell asked about age limits for kids. Mr. Eich said those 16 and under must be accompanied by a parent or guardian. Commissioner Stewart asked about tracking the users and about residents of the county using the pool. Mr. Fields agreed that there needs to be a way to be sure that these are Lake Wales residents. Mr. Eich agreed but will try to be accommodating. Deputy Mayor Gibson said he was encouraged at efforts to pool resources. Mr. Eich said they will need help in getting the word out. Deputy Mayor Gibson asked about compliance with sunshine laws. Mr. Fields explained that the Y will comply with Public Records laws so documents related to the City partnership will be open to the public.

#### **OPENED FOR PUBLIC COMMENT**

Sue Smith, residents, suggested a direct mailing to City Residents. Mr. Fields suggested a mailing in the water bills

#### **CLOSED FOR PUBLIC COMMENT**

Mr. Slaton said the YMCA board will meet tomorrow at 8am to approve this contract. The program will begin July 1st.

Commissioner Howell moved to approve the contract with the YMCA. Commissioner Stewart seconded the motion.

By Voice Vote:

Commissioner Howell "YES"

Commissioner Stewart "YES"

Commissioner Curtis Gibson "YES"

Deputy Mayor Robin Gibson "YES"

Motion passed 4 -0.

[Begin Agenda Memo]

## SYNOPSIS

Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc. Most terms expire on July 1st of each year and must be renewed.

## RECOMMENDATION

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

The Mayor is asked to make the appointments as deemed appropriate.

## BACKGROUND

As of July 1, 2017 many terms will expire on many of our boards. These are those applying for reappointment or appointment to new terms.

**Airport Authority (City Code Sec. 2-41)** – The board consists of seven (7) voting members and one (1) non-voting member who is a City Commissioner. At least four (4) voting members must be qualified electors of the City. The remaining members chosen may be persons owning property located within the

City of Lake Wales or persons having a business tax receipt issued by the City of Lake Wales, or are airport tenants, with general aviation experience. (3-year term)

The non-voting City Commission member serves for the duration of his or her term as City Commissioner,

unless such Commissioner desires to serve a shorter period of time. In such event, the Lake Wales City

Commission shall appoint another city commissioner to serve in the same manner.

? -There is no interview process requirement for applicants applying for appointment to this board.

? -Members are not required to file an annual Form 1, Statement of Financial Interests

? -Current Vacancies: 2 Vacancies

Applying for Re-Appointment: Barbara Pelisek, resident (Lake Wales)

Current Members:	Charles Keniston, resident	03/06/12--07/01/18, 2
	Katherine Rogers, resident, chair	09/18/12--07/01/18, 2
	Ryan Michalkiewicz, resident	06/21/16--07/01/19, 1
	Charles N. Clegg, resident	07/19/16--07/01/19, 1
	Eric Farewell, resident	08/18/15--07/01/18, 1
	Dale Marks, resident	06/17/08--07/01/17, 3
	Barbara Pelisek, resident	12/20/16--07/01/17, P
	Commissioner Curtis Gibson, non-voting member	05/02/17 - 05/07/19, 1

Applying for Appointment: Gregory Esteve, non-resident (Lake Wales)

Robert Ohlinger, non-resident (Babson Park)

Term expiring on 7/1/2020.

**Board of Zoning Adjustment and Appeals (BOA)** (City Code Sec. 23-206.1) – The board consists of five (5) members. Members must be residents. (3 year term)

? -An interview process is necessary for new applicants only.

? -Members are required to file an annual Form 1, Statement of Financial Interests

? -Current Vacancies: 3 vacancies

Applying for Re-Appointment: James Boterf, resident, for a term expiring on 07/01/19.

Current Members: James Boterf, resident 10/04/11 – 07/01/17, 2  
Harold Weigand, resident 06/20/06 – 07/01/17, 4-Final  
Sue Marino, resident 02/02/16 – 07/01/19, P+1  
Eberhard, Ralph, resident 08/02/16 - 07/01/19  
\*\*\*Vacant\*\*\*, resident 07/01/17 - 07/01/19

Meetings (City Code Sec. 23-206.2(c)) - The board of appeals shall hold regular meetings at the call of the chair and at such other times as the board may determine. Special meetings may be called by the chair or vice-chair with twelve (12) hours of notice.

Current Meeting Schedule: 3rd Thursday @ 9:00 AM; Commission Chamber

[The meeting time could be changed to accommodate members who work during the day.]

Duties (City Code Sec. 23-206.3) – The Board of Appeals shall:

1. Hear and decide appeals where it is alleged that there is an error in any order, decision or determination of the administrative official in the enforcement of these zoning regulations;
2. Authorize such variance from the terms of these zoning regulations as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of these zoning regulations would result in unnecessary and undue hardship. A variance from the terms of these zoning regulations shall not be granted until a public hearing is held before the board of appeals;
3. Hear and decide appeals where the planning board has denied an application for a special exception use permit or site plan approval;
4. Perform any other duties which are lawfully assigned to it by the city commission.

**CRA Citizen Advisory Committee (City Code Sec. 2-73)** – The CRA citizen advisory committee will consist of five (5) members appointed by the Mayor with the advice and consent of the city commission.

Any person may be appointed to serve if he or she resides or is engaged in business, which means owning a business, practicing a profession or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the area of operation of the

agency, which shall be coterminous with the area of operation of the City. One (1) qualified person appointed shall reside or be engaged in business within voting District 19, one (1) qualified person appointed shall reside or be engaged in business within voting District 122, one (1) qualified person appointed shall reside or be engaged in business in voting District 27, one (1) qualified person appointed

shall reside or be engaged in business in voting District 28, and one (1) qualified person shall be appointed at-large and shall reside or be engaged in business in any of the four voting districts of the City

stated above. (2 year term)

? -There is no interview process requirement for applicants applying for appointment to this board.

? -Members are not required to file an annual Form 1, Statement of Financial Interests

? -Current Vacancies: 1 vacancy (Seat 4, District 27)

Applying for Re-Appointment: Murray S. Zacharia, resident, his current term is expiring on 07/01/17 (Seat 4, District 27) His new term would begin 7/01/2017 and will expire 7/01/2019.

Current Members:	Charlene Bennett (Seat 1 – At Large)	11/01/16 -
07/01/18, 1		
	Mark Bennett, chair (Seat 2 – District 19)	04/21/15 –
07/01/18, 2		
	Narvelle Peterson, vice-chair (Seat 3–District 122)	12/07/10 –

07/01/17, P+3-Final

Murray Zacharia (Seat 4 – District 27)

3/07/17 –

07/01/17, P

Christopher Lutton (Seat 5 – District 28)

05/03/16 -

07/01/18, 1

Applying for Appointment: Jennifer Anderson-Leeks, resident (Lake Wales)

There is no interview process requirement for applicants applying for appointment to this board.

Meetings (City Code Sec. 2-73) - The CRA Citizen Advisory Committee shall meet at the call of the chair of the CRA board or upon the request of city staff but shall meet no less than once each year.

Current Meeting Schedule: 2nd Thursday or 3rd Thursday @ 5:00 PM; Commission Chamber

Duties (City Code Sec. 2-73) – The CRA Citizen Advisory Committee shall provide advice and recommendations as needed to implement the CRA plan adopted by the City Commission. The Committee assist the CRA board in implementing redevelopment activities within the redevelopment area

and to provide advice and recommendations to the CRA board on redevelopment matters as necessary.

**Planning & Zoning Board (City Code Sec. 23-205.2)** – The board consists of seven (7) members. At least four (4) members must reside in the City and three (3) members must either reside in or own real property in the city. (3 year term)

? - An interview process is required for new applicants only.

? - Members are required to file an annual Form 1, Statement of Financial Interests

? - Current Vacancies: 1 vacancy, must reside in or own real property in the City

Applying for Re-Appointment: Warren Turner, resident, for a term that would expire 07/01/2020

Applying for Appointment: Narvelle Petersen, resident, for a term that would expire 07/01/2020

Christopher Lutton, resident, for a term that would expire 07/01/2020

Current Members: Joanne Fuller, resident 09/19/06 – 07/01/18, 4-Final

Mark Bennett, resident 05/07/13 – 07/01/18, 2

Charlene Bennett, resident 02/16/10 – 07/01/16, 2

Sharon Allen, resident 07/01/04 – 07/01/17, P+4-Final

Warren Turner, resident 07/21/15 – 07/01/17, 1

John Gravel, property owner 05/06/14 – 07/01/16, 1

Matt Cain, property owner - 07/01/19, P + 1

Meetings (2-133) – The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

Current Meeting Schedule: - 4th Tuesday @ 5:00 p.m.; Commission Chamber

Rules of procedure (City Code Sec. 23-205.3):

The planning board shall elect from its membership one (1) member to serve as chairman and one (1) to serve as vice-chairman.

a. The term of the chairman and vice-chairman named by the planning board shall be for a period of one (1) year with eligibility for re-election.

b. The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine.

Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of

notice.

c. The planning board shall adopt rules for transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations which record shall be filed with the official records of the city. The planning board may set a limit on the number of applications which may be scheduled for review on an agenda.

Functions, powers and duties (City Code Sec. 23-205.4) - To act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, F.S., ch 163, part II, and perform all functions and duties prescribed therein:

1. To advise and make recommendations to the city commission regarding applications for amendments to the official zoning map and comprehensive plan, rezoning of property, preliminary planned development projects and subdivisions;
2. To consider the need for revision or addition of regulations in these land development regulations and recommend changes to the city commission;
3. To hear and decide applications for special exception use permits and site plans in compliance with these regulations;
4. To perform any other duties which are lawfully assigned to it by the city commission

## **OPTIONS**

Do not appoint those that have applied.

[End Agenda Memo]

Deputy Mayor Robin Gibson said that according to the Charter the Mayor makes the appointments and the City Commission approves the appointments. Commissioner Howell asked if they would be voted on individually. Albert Galloway, Jr., City Attorney, said that how it has been done.

Beginning with the Airport Authority Deputy Mayor Robin Gibson said that the first one is Gregory Esteve. Commissioner Howell moved to approve the appointment of Gregory Esteve to the Airport Authority. Commissioner Stewart seconded the motion.

By Voice Vote:

Commissioner Howell "Yes"

Commissioner Stewart "Yes"

Commissioner Curtis Gibson "Yes"

Deputy Mayor Robin Gibson "Yes"

Motion passed 4 -0.

Deputy Mayor Robin Gibson asked about more information to make a decision to choose among the applicants for the two available slots. Deputy Mayor Gibson said the appointments are made by the Mayor. Mr. Fields recommended deferring this item until the next meeting when the Mayor could be present. Deputy Mayor Gibson suggested the previous vote is invalid. Mr. Galloway recommended rescinding the previous vote.

Commissioner Howell moved to rescind the appointment of Gregory Esteve to the Airport Authority. Commissioner Curtis Gibson seconded the motion.

By Voice Vote:

Commissioner Howell "Yes"

Commissioner Stewart "Yes"

Commissioner Curtis Gibson "Yes"

Deputy Mayor Robin Gibson "Yes"

Motion passed 4 -0.

Deputy Mayor Robin Gibson said this agenda item will be tabled.

#### 11. CITY MANAGER

Mr. Fields said he is meeting with the County administrator tomorrow to bring up some issues previously discussed.

He said the agreement with the YMCA is a great opportunity to move forward with other partnerships in the future.

11.I. Tracking Report

11.II. Social Media Tracking Report

11.III. Commission Meeting Schedule

11.IV. Other Meetings & Events Calendar

#### 12. CITY COMMISSION COMMENTS

Commissioner Curtis Gibson asked if Congressman Soto can have a ribbon cutting or opening here for their office. Mr. Fields said that can happen.

Commissioner Curtis Gibson said that we need a Recreation Coordinator. Commissioner Howell said she agreed with this so that all groups can use the fields.

Commissioner Curtis Gibson asked about the City Clerk Investigation. Deputy Mayor Robin Gibson said that it is being wrapped up.

Commissioner Stewart asked about Mosquitos at Fraser Field. Zaillet Suri, Executive Assistant, said that she will call the county and schedule them to come spray.

Commissioner Howell is going to her 1st Housing Authority Meeting this week and will get them to get a report to the Commission.

Kathy Bangley, Planning Director, reported on her meeting with Albert Kirkland, Director of the Housing Authority, they have a new team in place and they are going for funding for Phase 2 of Sunrise and Phase 1 of Grove Manor Project. There are no details yet but they will work with them on both.

#### 13. MAYOR COMMENTS

Deputy Mayor Robin Gibson suggested separate meetings for the CRA in the future. Mr. Fields concurred that especially with upcoming meetings regarding the CRA plan.

#### 14. ADJOURNMENT

The meeting was adjourned at approximately 7:48 pm.

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Mayor/Deputy Mayor

ATTEST:

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Interim City Clerk Jennifer Nanek